
Purpose

The Mission Needs Statement (MNS) is completed during the Select Phase. It is a summary document that describes the operational problem and presents the major decision factors that the national ITIB will evaluate in considering the need and proposed investment.

The following provides a template for preparing the Mission Need Statement. Detailed quantitative and analytical information should be included as attachments.

B.2 Mission Need Statement Template

General Instructions for Completing the Mission Need Statement

The Mission Need Statement is created during the Select Phase and must analytically justify:

- (1) the need for action to resolve a shortfall in the Bureau's ability to provide the services needed by its users or customers, or
- (2) the need to explore a technological opportunity for performing Bureau missions more effectively.

The Mission Needs Statement must be derived from rigorous mission analysis (e.g., continuous analysis of current and forecasted mission capabilities in relationship to projected demand for services) and must contain sufficient quantitative information to establish and justify the need and decision.

MISSION NEEDS STATEMENT	
MNS 1. Administrative Information	
Template Name	Mission Needs Statement
Investment Name	
Point of Contact	N/A
Originator	Individual, who is entering or submitting the MNS, could be the sponsor, proponent, or project manager. Form assumes that someone other than the sponsor will enter the form.
Originator Organization	Bureau Organization
Originator Phone	XXX-XXX-XXXX
Program Area (Activity)	N/A
Investment Category	New Investment
Is there a sponsor or owner for this investment?	Yes/No
If so, identify the sponsor or process owner by name.	
Provide the name of the sponsor.	
If so, provide the sponsor or process contact information.	
Provide contact information for the sponsor.	
Has the Sponsor reviewed and approved the submission of this Mission Needs Statement?	Indicate whether sponsor is aware of the MNS being submitted.
Submission Date	Date MNS was originally submitted.
Revision Number	Revision field available to differentiate from older versions.
(MNS) Revision Date	Revision Date – if used.

MNS 2. Impact on DOI Mission Areas
How does this investment support your agency's mission and strategic goals and objectives?

Briefly describe the impact of the capability shortfall or technological opportunity with respect to performance metrics, goals, or standards in DOI mission areas. Performance goals are delineated in the DOI and Bureau strategic plan, business plans, and annual performance plan prepared in compliance with GPRA (Public Law 103-62). This should be linked directly to the DOI strategic plan, the Bureau strategic plan and the E-Gov Strategy.

MNS 3. Needed Capability

Needed Capability

Describe the functional capability needed or technological opportunity. Describe needed capability in terms of functions to be performed or services to be provided. Cite any Congressional, Secretary, or other high-level direction, such as international agreements, to support the needed capability. Cite any statutory or regulatory authority for the need. Provide validated growth projections based on operational analysis.

This is not a description of an acquisition program (e.g., this is not the details of a particular hardware or software solution). Do not describe needed capability in terms of a system or solution but rather focus on the business or mission aspects.

MNS 4. Current and Planned Capability

Current and Planned Capability

Describe quantitatively the capability of systems, facilities, equipment, or other assets currently deployed or presently planned and funded to meet the mission need. Where applicable, use tables to present the information. If this Mission Need Statement proposes to replace an existing investment, provide existing system name and OMB number. References should be made to the existing architecture and asset inventory. Provide back up data in attachments.

MNS 5. Capability Shortfall

Capability Shortfall

Describe the capability shortfall and explain the performance analysis that was used to identify and quantify the extent of the shortfall over time. Define the ability of the current technology to meet the business requirements in support of the mission. Identify changes between current state and future state of technology, and provide recommendations for closing gaps between the two. Define, in detail, the specific limitations of current facilities, equipment, or service to meet projected demand and the needed capability. Explain the criteria used to measure performance. Include appropriate graphs, tables, and formulas to define the extent of the shortfall. Identify databases and other data sources upon which the analysis is based. Identify models and methodologies used to quantify the shortfall.

Alternately, describe the technological opportunity in terms of improved productivity, facility availability, operational effectiveness, or improved efficiency. Explain the analysis used to quantify the magnitude of the opportunity, and identify and describe databases, models, and methodologies used to support the analysis.

Provide specific operational and performance analyses, quantitative projections, maintenance indicators, reports, recommendations, or other supporting data, as attachments.

MNS 6. Impact of Not Approving Mission Need

Impact of Not Approving the Mission Need

Describe the impact if this capability shortfall is not resolved relative to the ability to perform mission responsibilities. Define the expected change in mission performance indicators if the capability shortfall is not resolved.

Include as attachments appropriate graphs, tables, and formulas used to quantify the impact on performance. Identify databases, other sources of data, models, and methodologies used to support the impact analysis. Explain performance analyses used to quantify the impact of not implementing the opportunity, and identify the external factors (such as validated growth projections) used to support the analysis.

MNS 7. Benefits

Benefits

How will this investment reduce costs or improve efficiencies?

Summarize the mission analysis determination of benefits. Describe the benefits accrued by the needed capability or technological opportunity. Benefits may accrue from more efficient operations, improved responsiveness to customers, lower operational costs, or other savings.

The summary of accrued benefits should describe ground rules and assumptions, benefits, estimating methods, sources, and models. Include as attachments appropriate graphs, tables, and formulas used to quantify the benefits.

MNS 8. Timeframe

Timeframe

Identify when the capability shortfall will seriously affect the Bureau's ability to perform its mission if no action is taken. Establish when action must be taken to avoid the adverse impact on services that will result. Explain the performance analysis used to quantify the extent of the impact over time. Discuss the linkage to budget decisions. Explain how long it will take to plan, develop, and implement the investment. In general terms, discuss not just when it is needed, but when it can get done.

MNS 9. Criticality

Criticality

State the priority of this mission need relative to other Bureau needs. First, define the priority of this need relative to other needs within the mission area, and then define the priority relative to needs across all mission areas. Characterize whether the mission need identifies internal BLM capability shortfalls or mainly shortfalls in servicing the customer community.

MNS 10. Long Range Resource Planning Estimate

Long Range Resource Planning Estimate

Provide a rough estimate of the resources (people, funding, etc) that will likely be committed to this mission need in competition with all others, within the constraint of realistic projections of future budget authority.

MNS Bureau IRB Decision

Bureau ITIB Decision

Bureau IRB Disposition

Bureau ITIB Comments

Bureau ITIB Decision Date

MNS DOI IRB Decision

DOI IRB Decision

Departmental IRB Disposition

DOI IRB Comments

DOI IRB Decision Date